



King County

**LEGAL SECRETARY
KING COUNTY PROSECUTING ATTORNEY'S OFFICE
LABOR AND EMPLOYMENT SECTION
\$21.6826 - \$27.4840 Hourly
OPEN: 3/29/10 CLOSE: Open until filled**

Location: King County Administration Building, 500-4th Ave., Seattle

Position Description: Provide full secretarial support for a group of civil deputies; preparation of correspondence and legal documents from rough draft through final copy; receive callers in person and by phone; maintain files and schedules; arrange for timely service or filing of pleadings, documents, etc.

Qualifications: Computer skills. Skill in typing minimum 45 wpm. Excellent spelling, grammar & organization skills. Knowledge of court rules and procedures. Civil litigation training or experience preferred. This position requires moving or lifting heavy objects, such as boxes of books, papers, etc. that weigh 20-25 pounds.

Necessary Special Requirements: Must pass criminal history check.

Union Membership: Positions in this classification are represented by Teamsters Local No. 117.

Application Procedure: This position is open both internally and externally. PAO employees who are represented by Teamsters Local No. 117 will be interviewed and considered first per the Collective Bargaining Agreement. Please send a resume and cover letter to Karen Todd, Civil Division, W400 King County Courthouse, 516 -3rd Ave., Seattle, WA 98104 or via e-mail: karen.todd@kingcounty.gov. This position is open until filled.

*Employees with less than 2 years of service will be paid .25 per hour less than the hourly salary table due to a mandatory contribution toward the Teamsters Pension Trust that was voted by members of the collective bargaining agreement between the County and Teamsters Local No. 117.